



**MISSOURI DEPARTMENT OF TRANSPORTATION
INFORMAL QUOTE GUIDELINES AND DOCUMENTATION
FOR PURCHASES \$3,000 TO \$24,999.99
THIS IS NOT AN ORDER**

REQUEST FOR INFORMAL QUOTATION

Please quote the lowest prices covering material specified and provide all information requested.

TODAY'S DATE: 10/04/11		QUOTE DUE BY: 10/24/11		F.O.B. REQUIREMENTS: DESTINATION JOPLIN MO	
TIME REQUIRED FOR DELIVERY:	CONTRACT PERIOD 11/1/2011 - 10/31/2012	QUOTATION No:	SW-12-009CS	BUYER NAME /TELEPHONE NUMBER:	CHRIS STEPHENS 417-621-6355 417-629-3226 FAX
TO BE DELIVERED NO LATER THAN	11/1/11				
District Mailing Address/Facsimile #:	Missouri Department of Transportation 2915 Doughboy Drive Joplin, MO 64804		Delivery Locations:	Missouri Department of Transportation 2915 Doughboy Drive, Joplin, MO 64804 & 2800 Stephens Blvd, Joplin, MO 64804	

DESCRIPTION	
<p>Missouri Department is seeking bids for Preventive Pest Control spraying of the MoDOT Southwest Regional Office Building/Garage located at 2915 Doughboy Drive, Joplin MO and the Joplin Maintenance Buildings at 2800 Stephens Blvd., which are adjacent to the Regional Office.</p> <p><u>Areas inspected and or treated include the Following:</u></p> <p>Food Areas Dining Areas Offices Restrooms/locker rooms Garage Area Storage/Utility Warehouse Area Building perimeters, Hallways Entryways/exits to buildings</p> <p>SW Regional Office Building / Garage at 2915 Doughboy Drive, Joplin, MO Cost Per Month _____, one (1) year contract.</p> <p>Joplin Maintenance Buildings; 2800 Stephens Blvd, Joplin MO 64804 Building A: Office(s), Break Room, Bath Rooms, 653 square feet. Building B: Office(s), Break Room, Hall Way and Rest Rooms, 870 square feet. Building C: Office(s), Break Room, Rest Rooms and Locker Room, 1440 square feet. Building D: Office(s), Break Room, Bench Area and Rest Rooms, 1651 square feet.</p> <p>Cost Per Month (Building A) _____, one (1) year contract. Cost Per Month (Building B) _____, one (1) year contract. Cost Per Month (Building C) _____, one (1) year contract. Cost Per Month (Building D) _____, one (1) year contract.</p>	

This will be done once a month, on a specific day (i.e. the second Tuesday of each month), during normal working hours of 7:30 a.m. to 4:00 p.m., unless otherwise directed by the Facilities Coordinator.

The Contractor must contact MoDOT's Point of Contact person prior to spraying on each visit so we can convey any existing problems or situations that may need to be addressed.

Termite inspection and treatment to be completed once a year. Before treatment of any problems found, a full written report should be given to the Facilities Coordinator and physical inspection to be done before treatment is completed.

CONTRACT PERIOD:

The project cost quoted above shall be firm November 1, 2011 through October 31, 2012. The Missouri Department of Transportation (MoDOT) and the contractor shall have the right, upon the mutual agreement of all parties, to extend the contract period for additional calendar year periods (12 months), or any portion thereof, for up to two (2) additional years.

- A. The contractor must supply MoDOT with current Material Safety Data Sheets (MSDS) for any materials that Employees may come in contact with.
- B. The contractor shall meet all Occupational Safety and Health Administration (OSHA) regulations and comply with Missouri Department of Natural Resources (DNR) and Environmental Protection Agency (EPA) regulations.

SECURITY REQUIREMENTS:

- A. Only authorized persons shall be permitted on MoDOT premises.
- B. The contractor shall be held responsible for any breakage, damage and/or loss of MoDOT's property through negligence and/or other inappropriate actions of the contractor or the contractor's employees while working on MoDOT's premises. The contractor shall be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract.

The contractor shall not use, nor allow the contractor's employees to use, any MoDOT equipment, supplies, property or telephones without the prior approval of an authorized MoDOT representative.

INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefit acts, from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from the Contractor's operations under this Contract, whether such operations be by himself or by any Subcontractor or anyone directly or indirectly employed by any of them. This insurance shall be written for not less than any limits of liability specified as part of this contract, or required by law, whichever is the greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under this contract. Unless otherwise specified, **insurance limits shall be as follows:**

- 1. Workmen's Compensation: Workers Compensation Insurance, including "Occupational Disease Act" requirements, must be maintained **if** required by law.

	<p>2. Public Liability (includes property damage and personal injury):</p> <p style="margin-left: 20px;">a. Not less than \$500,000 each accident or occurrence.</p> <p style="margin-left: 20px;">b. Not less than \$100,000 each individual per accident or occurrence.</p> <p>3. Special Hazard Insurance: As required.</p> <p>4. Builder's Risk: Not less than the full Contract amount.</p> <p style="margin-left: 40px;"><u>Permits, Licenses and Safety Issues</u></p> <p style="margin-left: 20px;">a. The contract price shall include any necessary permits and licenses required by law incidental to the work. Local ordinances requiring building permits are not applicable to state agencies.</p> <p style="margin-left: 20px;">b. The Contractor will comply with local laws involving safety in the prosecution of the work.</p> <p>Pre-bid inspection is available on Oct 14, 2011 at 1:00 PM by contacting Chris Stephens 24-hrs in advance by phone # 417-621-6355, by Fax # 417-629-3226 or Email: Christina.Stephens@modot.mo.gov</p>	
	If checked, the following item is a provision of this quotation.	
<input type="checkbox"/>	If this quotation is accepted, the quoting firm will be required to comply with the prevailing wages as fixed by the Missouri Department of Labor and Industrial Relations for each affected craft and type of workmen. The current General Wage Order may be inspected at any District Headquarters Office or at the Headquarters Office in Jefferson City.	
Company Name: 		
<p>All responses to this Request for an Informal Quotation MUST be submitted on this form and all pages MUST be returned to the Buyer listed above at the District mailing address shown. See attached for conditions and instructions.</p>		
VENDOR NOTES		
VENDOR INFORMATION		
Vendor Name /Mailing Address		Vendor Contact Information (including area codes):
		Phone #:
		Fax #:
Email Address		Cellular #:
Printed Name and Title of Responsible Officer or Employee:		Signature:
Is your company registered/certified with the State of Missouri as a (please circle):		
Is your firm MBE Certified?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your firm WBE Certified?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Would your company like information on becoming a registered/certified MBE/WBE vendor?		Yes <input type="checkbox"/> No <input type="checkbox"/>
List all agencies your firm is currently certified with?		

SPECIAL TERMS AND CONDITIONS

VENDOR "NO TAX DUE"

The winning vendor/contractor must submit a copy of their "Vendor No Tax Due" letter. Prior to MoDOT issuance of a purchase order and/or notice to proceed is granted.

Vendors/Contractors must provide verification of either being registered to collect sales and/or use tax in Missouri, or not making retail sales of tangible personal property or providing taxable services in Missouri. Contractors must verify such by submitting an official "Vendor No Tax Due" letter issued by the Missouri Department of Revenue. The Missouri Department of Revenue will issue the "Vendor No Tax Due" letter if you are properly registered to collect and have properly remitted sales and/or use tax, or if it determines you are not making retail sales in Missouri. You may obtain a "Vendor No Tax Due" letter by contacting the Missouri Department of Revenue. Information regarding House Bill 600, Section 34.040.6 RSMo, is available on the Department of Revenue's website at: <http://www.dor.mo.gov/tax/business/sales/hb600.htm>.

CERTIFICATE OF GOOD STANDING

Vendors/Contractors with a Missouri presence must be registered with the Missouri Secretary of State. Sole Proprietors or Partnerships are excluded from this requirement; all other business entities must comply. This is requested with your bid response, but required prior to issuance of a purchase order and/or notice to proceed. Vendors/Contractors must submit a copy of their current Authority to Do Business Certificate issued from the Missouri Office of the Secretary of State. You may contact Missouri Office of the Secretary of State at <http://www.sos.mo.gov> or (573) 751-4153.

INVOICING

Payment will be made each month after completion of services. A responsible party shall sign for each location's services confirming the services have been completed as required. The invoice shall be submitted to Chris Stephens: MoDOT, 2915 Doughboy Drive, Joplin MO 64804. Environmental fees, traveling fees, fuel surcharges and/or any other miscellaneous charges WILL NOT be accepted on any invoice. All fees must be included in your quoted price.

PRICING INFORMATION

Be sure to provide pricing for each building separately on page 1. This pricing will be effective November 1, 2011 through October 31, 2012 with the option of extending the contract for (2) additional (1) year agreements providing both parties agree

PREFERENCE IN PURCHASING PRODUCTS

DATE: _____

The bidders attention is directed to Section 34.076 RsMO 1986 which gives preference to Missouri corporations, firms, and individuals when letting contracts or purchasing products.

Bids/Quotations received will be evaluated on the basis of this legislation.

All vendors submitting a bid/quotation must furnish ALL information requested below.

FOR CORPORATIONS:

State in which incorporated: _____

FOR OTHERS:

State of domicile: _____

FOR ALL VENDORS:

List address of Missouri offices or places of business:

THIS SECTION MUST BE COMPLETED AND SIGNED:

FIRM NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

BY (signature required): _____

Federal Tax I.D. #: _____ **if no Federal Tax I.D. # - list Social Security #:** _____

NOTE: For bid/quotation to be considered, the "Preference in Purchasing Products" form must be on file in the General Services (Procurement) Division and must be dated in the current calendar year.

STANDARD SOLICITATION PROVISIONS

a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (**MHTC**), acting by and through its operating arm, the Missouri Department of Transportation (**MoDOT**), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.

b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

GENERAL TERMS AND CONDITIONS

Definitions

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

Nondiscrimination

a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).

b. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
- ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.

b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.

c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

Applicable Laws and Regulations

a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.

b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.

c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors providing services within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

Executive Order

The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the Stat of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this agreement. The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt,

1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."

2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.

3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Preferences

a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "**VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM**" must be completed and returned with the solicitation documents.

b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Cancellation of Contract

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

Bankruptcy or Insolvency

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

Warranty

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Status of Independent Contractor

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

Non-Waiver

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

Indemnification

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation

SPECIAL TERMS AND CONDITIONS

Tax Exempt Status:

MHTC is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Project Tax Exemption Certificate will be furnished to the successful Bidder upon request if applicable.

Insurance

The Contractor shall maintain or cause to be maintained at Contractor's own expense commercial general liability, automobile liability, worker's compensation insurance against negligent acts, errors or omissions of the Contractor, or its subcontractors and anyone directly or indirectly employed by any of them. Any insurance policy required as specified in this Section shall be written by a company that is licensed and authorized to issue such insurance in the state of Missouri and shall provide insurance coverage for not less than the following limits of liability:

- 1) General Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 2) Automobile Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 3) Missouri State Workmen's Compensation policy or equivalent in accordance with state law.

Upon request from the Commission, the Contractor shall provide the Commission with certificates of insurance evidencing the required coverage and that such insurance is in effect.

Permits, Licenses and Safety Issues

A. The contract price shall include any necessary permits and licenses required by law incidental to the work. Local ordinances requiring building permits are not applicable to state agencies.

Delivery – Additional Requirements

a. The following days shall be construed as **official holidays** under the terms of the contract:

January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
February 12	Lincoln's Birthday
Third Monday in February	Washington's Birthday
May 8	Truman's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

When any of the above **holidays** falls on a **Sunday**, the holiday will be observed on the following **Monday**; when any of the above **holidays** falls on a **Saturday**, the **holiday** will be observed on the immediately preceding **Friday**

Liquidated Damages

a. In the event the successful Contractor fails to deliver the material within the time specified, the Department and the public will sustain damages because of such delay in delivery, the exact extent of which would be difficult to ascertain, and in order to liquidate such damage in advance it is agreed

that the **sum of per day, per item**, for each assessable calendar day on which the delivery has not been completed, is reasonable and the best estimate which the parties can arrive at as liquidated damages, and it is therefore agreed that said amount will be withheld from payments due the Contractor or otherwise collected from the Contractor as liquidated damages.

Saturdays, Sundays, holidays and days whereas the Department has suspended work shall not be assessable days

Preferences

a. By virtue of statutory authority, RSMo. 34.076 and 34.350 to 34.359, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.

1) If attached, the document entitled **"PREFERENCE IN PURCHASING PRODUCTS"** should be completed and returned with the solicitation documents.

b. By virtue of statutory authority, RSMo 34.074, a preference will be given all contracts for the performance of any job or service to service-disabled veteran business either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable. 1) If attached, the document entitled **"MISSOURI SERVICE-DISABLED VETERAN PREFERENCE"** should be completed and returned with the solicitation documents.

Award

a. This contract will be award on a "all or nothing" basis

**IF NOT SUBMITTING A QUOTE, PLEASE COMPLETE AND RETURN THE FOLLOWING
“NO QUOTE FORM” TO ASSIST THE PROCUREMENT STAFF IN OUR PROCESS
EVALUATIONS.
THANK YOU**

B. NO QUOTE

Date: _____

TO: Missouri Department of Transportation – District 7
General Services (Procurement) Division
3901 E. 32nd Street
Joplin, MO 64804
(417) 629-3226-Fax

FROM: _____

Our Company is submitting “No Quote” on RFQ# _____ for the reason(s) indicated

- () Product or service is not available or cannot meet the required specifications
- () Other obligations - cannot make required deadline
- () The delivery point or work location is outside of our territory or coverage/service area
- () Other – Please explain below:

Company Contact Person: _____ Phone # _____

- () Please keep our name on the bidder’s list for future opportunities on this product or service.
- () Please remove our name for your bidder’s list for this product service